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SECRET

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SECURITY INFORMATION

NON O/TR TRAINING

1. O/RR

a. Indoctrination Lecture

- (1) 10 hours
- (2) Inter-relationships between O/RR and other Agency offices
- (3) Once per month (currently)
- (4) Eleven instructors (3 - O/RR, 1 - O/SO, 5 - O/CD, and 2 - O/O.)
- (5) 20 students

b. Industrial Motion Picture Training

- (1) To indoctrinate analysts of D/I in the physical aspects of the Division mission.
- (2) Short industrial movies on industrial projects which pertain to O/RR

2. O/SI

a. Emphasis has been on-the-job training of all new personnel.

- b. O/SI is preparing an internal O/SI orientation course for newcomers with at least 3 weeks' on-the-job experience. (Discuss inter-relationships between O/SI and other CIA Offices, etc.)

3. O/O, FDD

a. Introductory Russian Language Course

- (1) 3 months duration (@3 days per wk. - 0830 to 0930)
- (2) To equip clerical personnel with minimum Russian facility and to give refresher instructions in grammar.
- (3) Course is open to other CIA personnel
- (4) No repeat course planned

b. General, unscheduled on-the-job training.

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1. Commo

a. Staff Radio Training Course

- (1) Instruction in the sending and receiving of international Morse code, radio theory, maintenance of Agency equipment, Agency equipment, Agency signal, and Agency procedures.
- (2) 12 weeks duration
- (3) Continuing basis course - new classes start every 2 weeks
- (4) 13 instructors
- (5) 80 students now enrolled (facilities for 220)

b. Teletype and Power Equipment Training Course

- (1) Training in the electrical and mechanical components of the teletype and power equipment utilized
- (2) 8 weeks duration
- (3) Continuing basis - new classes bi-weekly
- (4) two instructors
- (5) 12 students (top capacity with present equipment)

c. Staff Cryptographic Course

- (1) Training in physical, cryptographic, and transmission security; special systems, special procedures; and special cover plans.
- (2) 120 hrs for O/SO and O/PC personnel; 160 hrs for Commo
- (3) Continuing basis - weekly or bi-weekly
- (4) 4 instructors currently (plan to use 10)
- (5) 12 students to one instructor

d. Teletype Procedures Course

- (1) Instruction in teletype vocabulary, equipment, Baudot code, teletype procedures and operating procedures.
- (2) 3 weeks duration
- (3) Classes every 3rd week
- (4) 2 instructors
- (5) 16 students (maximum)

e. Clandestine Radio Course

- (1) Trains students in the operation and maintenance of specific equipment for their assignment.
- (2) Time required for course depends on students ability to learn, his past experience, and his projected assignment.

- (3) Frequency depends on the availability of instructors.
- (4) Students are trained on an individual basis
- (5) Nine instructors
- (6) Students dependent upon security requirements

f. Clandestine Cryptographic Course

- (1) Train students to qualify for performance of clandestine cryptographic duties
- (2) No definite length - depends on student and assignment
- (3) Frequency depends upon availability of instructors
- (4) Same personnel as in Clandestine Radio Course



25X1

- (2) Duration depends upon student's requirement
- (3) Given as often as required
- (4) One instructor
- (5) 1 to 3 students

5. O/CD

- a. Conducts no formal training courses.
- b. Maintains a constant on-the-job training process geared to the general requirements of the Office and to the specific requirements of each Division and its Branches.
- c. Machine Division has sent about 40 employees to the IBM school in past two years.
- d. MD has arranged for the enrollment of supervisors from other Divisions in the executive course in IBM usage at the Endicott School.

6. O/IC

- a. Conducts no training programs.

7. O/SO

- a. Beginning Russian
 - (1) Given to personnel in a certain division
 - (2) After office hours classes
 - (3) 3 months' duration.

- (4) Instruction and student attendance is on a voluntary basis.
- (5) It is a continuing program limited to 6 students per course.
- (6) This is set up for covert operational personnel.
- b. On-the-job training is given to all O/SO ~~employees~~ *personnel in TR (C)*, designed to fit the individual's specific needs.
- c. (Proposed) Treatment of Linguistic Problems in Chinese Intelligence Reports.
 - (1) Three 1-hour lectures
 - (2) Designed to assist personnel in handling reports (Chinese names, place names, etc.)
- d. (Proposed) Structure of Chinese characters
 - (1) Designed to enable certain personnel to use the Chinese Cable Code Book

8. O/CI

- a. Visits to certain geographic areas for familiarization or refresher training (9)
- b. Attendance at conferences held in an intelligence officers area (2)
- c. Attendance at 6 weeks seminars held on pertinent areas at universities in this country (3)
- d. Source evaluation and exploitation (internal O/CI orientation course - now being planned) (for all O/CI Intelligence Officers)
- e. Trips for evaluation and exploitation of certain especially sensitive sources (2) (planned for 1952)
- f. Lectures on background knowledge of geographic areas (planned) for all O/CI analysts (both new and old)
- g. Exchange program with State's Foreign Service and with O/SO so that O/CI analysts can gain additional knowledge of their areas (planned)